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ABSTRACT

This handbook is designed to provide local school corporations with information about legislation enacted by the Indiana General Assembly in 1991 that requires each corporation to offer latch-key programs, or child-care programs for school-age children, during the 1992-93 school year. The handbook supplies school corporations with: (1) a copy of the text of the legislation; (2) a checklist of key issues to be addressed; (3) information about specific school policies that must be adopted, along with sample policy statements; (4) information about deadlines that must be met; (5) regulations for school-age child-care programs; (6) a sample parent survey that can be used to assess corporation needs; (7) ideas on child-care program preparation, including material on choosing an outside provider or hiring personnel directly, and choosing a location; (8) a discussion of financial issues and funding sources; (9) information on waivers for school corporations that believe that the implementation of a school-age child-care program would result in undue financial hardship on the corporation; and (10) a list of the names, addresses, and telephone numbers of 64 Indiana child-care providers that have indicated an interest in working with schools in the implementation of child care programs. (MDM)

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FIRST EDITION

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School-Age Child-Care/"Latch-Key" Programs

Implementation Handbook for Indiana Schools

February 1992

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PREFACE

Beginning with the 1992-93 school year, each school corporation in Indiana will be required to offer "latch-key" or school-age child-care programs as the result of legislation enacted by the Indiana General Assembly in 1991.

Since the enactment of this legislation, the Indiana Department of Education has received many inquiries from local school officials requesting guidance in the development of programs. This handbook is written as a response to those requests.

This material is not intended to answer every question about school-age child care, nor does it address the individualized concerns of every school corporation in the state. It should, however, provide information that will help school officials comply with the 1991 legislation.

In addition to this handbook, school corporations are encouraged to consult with individuals and organizations in their communities who have knowledge and/or experience in topics related to this issue.

LEGISLATION

Over the past several years, the Indiana General Assembly has demonstrated increasing concern for school-age child care and, as a result, has enacted legislation reflecting that concern.

As amended in 1991, IC 20-5-2-1.5 requires each corporation to offer "latch-key" or school-age child-care programs beginning with the 1992-93 school year.

These programs must be available to all children in Grades K-6 and must operate, at a minimum, after the school day. However, a school corporation is not required to conduct such programs for Kindergarten students during times in which Grades 1-6 are in session.

A school corporation may contract with a not-for-profit or for-profit organization to conduct their programs; however, the legislation requires that such programs utilize school facilities.

When programs are contracted to outside agencies, the school corporation may not assess a fee for the use of its facilities. It may however assess a fee to reimburse the school corporation for providing security, maintenance, utilities, school personnel, or other added costs directly attributable to the use of the buildings for these programs.

The legislation does not require that a program be offered in each elementary school building. However, it does require that the programs be made available to all children in Grades K-6. Therefore, if a program is not available in any particular building where these grades are taught, it is likely that some form of transportation must be provided in order to meet a reasonable level of program access.

The legislation requires further that each school corporation develop a written policy that addresses certain standards for reasonable care and which, at a minimum, establishes a maximum adult to child ratio for the programs and requires the offering entity to provide a particular amount of liability insurance.

Waivers from this legislation may be sought from the Indiana State Board of Education for school corporations that would experience an undue financial hardship due to a low number of children intending to utilize the program. To receive such a waiver, the school corporation must demonstrate the steps that were taken to develop their program; provide evidence that all parents were provided with written notice that the programs would be available; and document the parents' response to such notice.

SENATE ENROLLED ACT No. 405

AN ACT to amend the Indiana Code concerning children.

Be it enacted by the General Assembly of the State of Indiana

SECTION 22. IC 20-5-2-1.5 IS ADDED TO THE INDIANA CODE AS A NEW SECTION TO READ AS FOLLOWS:
Sec. 1.5,
a) Notwithstanding IC 20-5-2-1.1, except as provided in subsection (c), and beginning with the 1992-93 school year each school corporation shall do one (1) of the following:
(1) Conduct a school age child-care program (commonly referred to as a latch key program) for children who attend kindergarten through grade 6

that, at a minimum:

(A) operates after the school day and may include periods before school is in session or periods when school is not otherwise in session and is offered by the school corporation and

(B) is available to all children in the applicable grade levels within the school corporation.

(2) Contract with a not-for-profit or for-profit organization to conduct the types of programs described in subdivision (1) and that utilize school buildings or parts of school buildings. However, a school corporation is not required to conduct its latch key program or contract for a latch key program for kindergarten students during times in which grades 1 through 6 are in session.

(b) Each school corporation shall develop a written policy that addresses compliance with certain standards for reasonable care for children served under a child-care program required under subsection (a), including the following:

(1) Requiring the offering entity to acquire a particular amount of liability insurance.

(2) Establishing maximum adult to child ratios governing the overall supervision of the children being served.

A school corporation may not assess a fee for the use of a building in a child-care program required under subsection (a). However, the school corporation may assess a fee to reimburse the school corporation for providing security, maintenance, utilities, school personnel, or other added costs directly attributable to the use of the buildings for the programs. If a school corporation offers the school corporation's own child-care program, the school corporation may assess a fee to cover the costs attributable to implementing the program.

(c) A school corporation shall receive a waiver from the state board of the requirement under subsection (a) if the school corporation believes that it would experience an undue hardship due to a low number of eligible children intending to utilize the services of the latch key program, regardless of whether the latch key program is conducted by the school or under a contractual agreement. To receive a waiver, the school corporation must include a detailed description of its attempt to implement a latch key program, including the following:

(1) A description of the steps taken to conduct its own latch key program or to actively solicit other not-for-profit organizations or for-profit organizations to implement the latch key program.

(2) Evidence that a request in writing was made to all parents to contact the school corporation to indicate their willingness to utilize the latch key program and documentation of the results received from parents in this regard.

SECTION 30. (a) Before January 1, 1992, the governing body of each school corporation shall submit to the department of education a copy of its written policies concerning the implementation of its schoolage child-care program under IC 20-5-2-1.5, as added by this act.

(b) This SECTION expires January 1, 1992.

CHECKLIST

The following checklist will help to assure that your school corporation has addressed all of the issues that need to be considered in setting up your school-age child-care program. It should be considered as a blueprint for your planning, not as a comprehensive list. The list is in a generally chronological order but may require changes to fit your individual circumstances.

Planning and Preparation

_____1) Developing school corporation policy

_____2) Submitting a policy to Indiana Department of Education

_____3) Forming a broad-based community group

_____4) Conducting a needs assessment survey

_____5) Developing school corporation's philosophy of school-age child care

_____6) Selecting lead staff for planning and developing the program

-OR-

Selecting a contracted agency

_____7) Selecting site and space within that site

_____ 8) Determining management plan, i.e., hours, days, ratios, etc.

_____ 9) Determining a budget, both start-up and operational

_____10) Setting fee structure, i.e., hourly, weekly, multiple-child discounts, registration fee, etc.

_____ 11) Developing policies and procedures for parents, children, and staff

_____12) Securing adequate insurance

_____13) Determining site management

_____14) Hiring staff

_____15) Arranging transportation (where applicable)

_____16) Developing a written agreement with a contracted agency

Program Development

_____1) Designing the curriculum/activities

_____2) Developing positive guidance techniques

_____3) Arranging the space

_____4) Developing a program delivery format

_____5) Training the staff, i.e., first aid

_____6) Providing nutritional snacks

_____7) Incorporating parent involvement

_____8) Determining emergency medical procedures

Program Implementation

_____1) Market the program

_____2) Develop a registration process

_____3) Set up an open house, a registration time, etc.

_____4) Disseminate policies to parents

_____ 5) Develop a sign-in and sign-out system

_____ 6) Develop daily procedures for children and parents to follow

Program Quality

_____1) Develop a performance appraisal system

_____2) Develop parent/child evaluations

_____3) Develop communication system with contracted agency

SCHOOL CORPORATION POLICY

"Each school corporation shall develop a written policy that addresses compliance with certain standards for reasonable care for children served under a child-care program..., including the following:

1) Requiring the offering entity to acquire a particular amount of liability insurance.

2) Establishing maximum adult to child ratios governing the overall supervision of the children being served.

"Before January 1, 1992, the governing body of each school corporation shall submit to the department of education a copy of its written policies concerning the implementation of its school age child-care program under IC 20-5-2-1.5, as amended by this act."

Indiana Code 20-5-2-1.5

As indicated in the legislation, each school corporation must develop a written policy concerning the implementation of their child-care programs and must submit a copy of that policy to the Indiana Department of Education.

MEETING THE JANUARY 1, 1992, DEADLINE

To comply with statutory deadlines, a school corporation was to submit one of the following to the Indiana Department of Education, no later than January 1, 1992:

1) a copy of its written policies reflecting current statutory requirements, or

2) a statement signed by the superintendent including:
   a) an acknowledgment of the child-care requirement and an agreement to pursue compliance;
   b) the identification of a staff person responsible for developing the corporation policy;
   c) the meeting date at which time the school administration intends to submit the proposed policy to their school board; and
   d) an acknowledgement that a final policy will be submitted to the Department of Education, no later than April 1, 1992.

NOTE: The April 1, 1992, date was moved to May 1, 1992, in a memorandum to all superintendents dated February 21, 1992.

CONTENTS OF THE POLICY

There are relatively few issues that must be addressed in the school corporation policy. Although there are many issues to be considered in developing a child-care program, only the following need to be included in the policy:

Mandatory versus Optional: Reflective of the 1991 legislation, policies must indicate that the school corporation shall seek to develop a program or to contract with an outside agency for the development of a program. This will require a change for most policies previously written indicating that a program might be operated under certain conditions.

Liability Insurance: In many cases, a school corporation's existing insurance policies will cover before- and after-school child care if the programs are operated and managed by school personnel; however, schools are encouraged to consult with their insurance agents and/or their legal advisors regarding this issue.

The language required in the policy applies primarily to those situations in which an outside agency is operating the program. As indicated in the law, school corporations are not required to maintain insurance for programs offered by other organizations and can instead require that the outside organization maintain a certain level of protection.

Policies should be written to indicate specifically the amount of insurance that a provider should maintain. In order to maintain flexibility and consistency within the corporation, a school corporation may consider requiring the offering entity to maintain a level of liability insurance "equal to or greater than that which is maintained by the school corporation." Schools should consult their insurance agents and/or their legal advisors in determining the language of this policy.

Schools are encouraged to determine the amount of liability insurance even if they are planning to operate the programs themselves. By doing so, schools can avoid future policy development in the event that they later choose to contract a service.

Adult to Child Ratios: The law does not specify that a school corporation maintain any certain ratio. The Indiana Department of Public Welfare has regulations governing child care that include such ratios; however, all programs operated in schools are exempted from those rules. Therefore, it is completely the responsibility of schools to determine what these ratios will be.

Generally, child-care programs should maintain a ratio between one to ten and one to twenty. The most widely accepted ratio among child-care professionals is one to fifteen. Some will also maintain a maximum ratio of one to fifteen with the stated goal of striving for a one to ten ratio.

In developing their ratios, schools should consider the individual characteristics of their programs – with special consideration given to the ages of the children being served and the experience of the child-care providers. Schools may wish also to define "adults" and "children" as used in their policies. For example, whereas a one to twenty ratio may be acceptable for a program with only sixth graders, a similar ratio probably would not be appropriate for groups involving younger children.

Also, if a program involves older youth as a part of their staff, those staff members should not be considered as equal to a teacher or a trained child-care professional. Schools may wish to consider such differentiations in their hiring guidelines or as a separate section within their policy.

Other Issues: No other issues are required as part of the policy; however, there are several other issues that schools may wish to include. If such issues are not addressed in their policies, then they should be addressed as part of their program guidelines. Among such issues are hiring guidelines, hours of operation, parent fees, and any other issues involving standards of care.

SAMPLE POLICIES

The Indiana School Boards Association (ISBA) has offered the following language as a sample policy for complying with the child-care requirements under IC 20-5-2-1.5. As stated by the ISBA, "All Sample Policies and related information are distributed for informational and resource purposes only and do not represent ISBA legal advice. Your local school attorney should be consulted prior to final action being taken."

SCHOOL-AGE CHILD-CARE PROGRAM - REASONABLE CARE STANDARDS

The use of school buildings, grounds, equipment, and facilities for school purposes shall have precedence over all other uses. The school corporation will contract with a not-for-profit organization on an annual basis to provide a school-age child-care program (latch-key program) which utilizes school corporation building(s). Such use is limited to after the school day. (Such use is limited to before or after the school day, or both.) (Such use is limited to periods when school is (not) in session.) (Such use is available before or after the school day, or both, and when school is not in session.) Additionally, such organization may use classrooms or other space for students who are enrolled in a half-day kindergarten program depending upon the availability of the space. An organization eligible to contract with the school corporation for a child-care program must meet or exceed the following standards:

1. *Provide child care for children enrolled in kindergarten through sixth (6) grade.*

2. *Maintain liability insurance to cover participants with $300,000 per person and $5,000,000 per occurrence limits.*

3. *Maintain a maximum staff to child ratio of 15 to 1. Staff for purposes of determining the staff to child ratio is defined as any person who is responsible for and directly engaged in supervising children.*

4. *Be licensed as a day nursery in accordance with the standards of the Indiana State Department of Public Welfare. (Note from Department of Education: This portion of the sample policy is not a requirement by law. Department of Public Welfare licensing procedures have exempted all programs operated within schools, even if the programs are operated by an outside provider.)*

No fee will be assessed for the use of school buildings under this policy. However, a fee to reimburse the school corporation for providing security, maintenance, utilities, school personnel, or other added costs directly attributed to the use of the buildings for the programs will be assessed.

The Superintendent may develop regulations, fee schedules, and forms to implement this policy.

ISBA Legal Services
June 1991

The ISBA has also offered the following sample policy for schools wishing to contract with an outside agency to provide child care. This language is not required as part of the policy that must be submitted to the Indiana Department of Education.

REGULATION FOR SCHOOL AGE CHILD-CARE PROGRAM

The organization contracted to provide a school age child-care program is subject to the following regulations in regard to the use of school building(s):

1. *The organization must complete a form which is available at the Superintendent's office. The completed form must be returned to the Superintendent prior to the signing of the contract. This form requires the organization to indeminify and hold harmless the _____ School Corporation for and from any and all judgments or settlements of claims arising out of the organization's use of school property.*

2. *Any damages to school property will be the responsibility of the contracted organization. Replacement values and labor will be used to calculate reimbursement.*

3. The use of special equipment such as stage lighting, scenery, curtains, picture projectors, public address systems, etc., shall be permitted only when operated by employees or other persons authorized by the building principal.

4. No furniture or equipment may be moved without approval of the building principal or his or her designee.

5. No signs, displays, or other materials may be attached to walls, nailed or otherwise affixed to the floors, walls, window glass, woodwork, draperies, etc., without permission of the building principal.

ISBA Legal Services
June 1991

SAMPLE POLICIES

Policy Sample I.

The _____School Corporation will comply with Indiana Statute IC 20-5-2-1.5 regarding the provision of school-age child-care programs. Beginning with 1992-93 school year, the _____ School Corporation shall utilize this policy in implementing and managing school-age child-care programs.

A. Student Population

Students who are enrolled in the _____School System and attend Kindergarten through Grade 6 are eligible child-care participants. The _____School Corporation does not discriminate against any person on the basis of sex, race, color, religion, national origin, age, or handicap in any of its educational programs.

B. Hours of Operation and Calendar

Child-care services for the students previously specified will be operated after the school day and may include periods before the school day begins or periods when school is not otherwise in session. Half-day Kindergarten students will not be offered services while the regular school day is in session.

After-school child care will be offered from the end of the elementary school day until 6:00 p.m.

Before-school child care will be offered from 6:30 a.m. until the beginning of the elementary school day.

Child-care programs must be offered each day school is in session and may be provided on vacation days during the regular school year. A calendar will be developed and provided to the parents utilizing the child-care services.

C. Service Providers

School-age child-care services will be provided by one of the following:

1) The _____School Corporation.

2) Agreements with the _____School Corporation and not-for-profit or for-profit organizations. All contractors for school-age child-care programs must operate in accordance with the standards provided in this policy and Indiana Statute IC 20-5-2-1.5.

3) A combination of school-age child-care programs operated by the school corporation and agreements with not-for-profit or for-profit organizations. All services provided meeting the standards provided in this policy.

D. Insurance Requirements

1. Any agency providing child-care services utilizing _____School Corporation facilities will be required to acquire a minimum of $1,000,000 per occurrence liability insurance, $2,000,000 aggregate liability, and list the school corporation as additional insured.

2. Written documentation of the agency meeting the $1,000,000 liability insurance requirement must be submitted to the _____School Corporation central office four (4) weeks prior to beginning services with students.

E. Adult/Child Ratio

Any agency providing child-care services utilizing _____School facilities will maintain a maximum adult/child ratio of one to fourteen. One adult must be present with each fourteen students present to provide appropriate supervision of the children being served.

F. Fees

A fee schedule will be established by the school corporation or the contracting agencies. Contracting agencies must submit the fee schedule to the Assistant to the Superintendent of schools for approval. This fee schedule must be submitted by August 1 of each year. Any adjustment in a fee schedule after August 1 must also be approved by the Assistant to the Superintendent of Schools four (4) weeks prior to the proposed implementation.

No fees will be assessed for the use of a building utilized in a child-care program. If the school corporation operates the child-care programs, a fee may be assessed to cover costs related to program implementation and administration.

G. Facilities, Supplies, and Materials

The school-age child-care services will be conducted in the areas of the building designated by the building principal. All areas utilized for child care shall be left clean and neat.

Materials and supplies for children to use during child-care activities are to be provided by the service provider at each school. All materials must be stored when not in use.

H. Student Behavior

A set of rules for the children's behavior and discipline plans will be provided to the parents. Staff of the child-care program are responsible for supervision and monitoring of the children's behavior and reporting problems to the parents.

If behavior problems are persistent or severe, the child may be terminated from the child-care services. Parents must be notified of the child's dismissal from the child-care program.

I. Transportation

Parents of students participating in child-care services are responsible for their child's transportation to a morning session and home from the afternoon sessions.

A list of emergency phone numbers and the names of adults authorized to pick up children will be maintained by child-care staff.

Students must be signed out by an authorized adult. There will be no exception.

J. Confidentiality and Reporting Abuse

Staff members in the child-care program must keep any and all information about the children in the program confidential. Should a child-care employee suspect or know of any type of physical or sexual abuse or neglect, they are required under Indiana Statue to report this immediately to the _____County Welfare Department. Failure to report abuse and neglect is a Class B misdemeanor.

K. Health Care and Records

All children participating in a child-care program must have a complete set of medical information on file and available for the employees. If the parent does not provide the medical and emergency information, the child cannot participate in the child-care program.

Staff of the child-care program must have received basic first-aid training prior to beginning to work with children.

L. Disaster Plans

Each building in the _____School Corporation has a set of plans for utilization in cases of a disaster. Child-care workers are responsible for acquainting themselves with the school's disaster plans. A copy of the disaster plans are available from the building principal.

M. Waivers

In some instances, the need for child-care services may not be great enough to support the program's costs. Should this case arise, the _____School Corporation shall provide the appropriate documentation to the Indiana Department of Education for a waiver of services.

N. Child-Care Employees

Positions in school-age child-care services require contact with students. In order to maintain qualified personnel, all child-care service employees must complete a request for background information, which includes a criminal history check. Records on employees background information will be kept on file by the employer. The employer will also consult with the building principal regarding employment of child-care workers.

O. Parent Needs Assessment for Child-Care Services

Each year the child-care service provider will conduct a written assessment of parents' needs and their willingness in participating in before-school and after-school child-care services. The results of this assessment will be utilized in developing plans for future child-care needs.

Policy Sample II.

In accordance with IC 20-5-2-1.5, as from time to time amended, the _____School Corporation, beginning with the 1992-93 school year, will conduct an after-school child-care program that is available to all children in Kindergarten through sixth grade. The program(s) will be conducted in _____School Corporation buildings, but may be operated by independent, not-for-profit or for-profit organizations other than the _____Schools. Any contracted entity providing services for operation of the program shall be required to obtain liability insurance in minimal amounts acceptable to the _____School Corporation. Maximum adult-to-child ratios for the program shall be adhered to for the overall supervision and enrichment opportunities of the children being served. No rental fees will be assessed for use of facilities, however, parents may be charged reasonable fees to reimburse _____School Corporation for personnel, utilities, maintenance, or other added costs directly attributable to the operation of the child-care program and for the use of the buildings for the program.

If the _____School Corporation experiences undue hardship due to a low number of eligible children utilizing the school child-care program, then pursuant to IC 20-5-2-1.5(c), as amended from time to time, the school corporation may receive a waiver from the Indiana State Board of Education for conducting the school child-care program.

PARENT SURVEYS

Perhaps the most important step in the development of a child-care program is the initial assessment of need. Without this step, it is nearly impossible to develop a program; and if done haphazardly, the assessment can send false messages resulting in program designs that are incompatible with the needs of a community.

Generally, surveys should be short and easy to answer and the questions should be carefully worded to avoid multiple interpretations. Clarity, brevity, and simplicity are all essential.

Written surveys are not the only method that schools can use, but they are probably the easiest to administer. The biggest problem with written surveys is usually the return rate. Other options that a school might consider are telephone calls, canvassing of neighborhoods, and/or meetings at the school. Schools might even use a combination of these methods to ensure a greater response (i.e., written surveys with telephone calls to follow up).

To increase the return rate on a written survey, schools may wish to provide some form of incentive. Of course, schools will need to consider their individual budgets and related circumstances, but the incentives might include such things as pizza parties, movie passes, field trips, etc. Where possible, schools might be able to offset the costs of such incentives through donations or with help from a business partner or some other private source.

Schools should also consider the types of materials that are most likely to draw the attention of parents. Many schools have reported low rates of return when surveys are sent home as individual flyers but much higher rates when they are sent home with report cards or other important documents. Such combinations can also save on costs of materials.

Following is a survey that schools can use as a sample. Schools should however consider other formats, additional questions, or other changes as individual circumstances necessitate.

Parent Survey on Child Care

Dear Parent:

Beginning with the 1992-93 school year, state law will require each school corporation in Indiana to offer child-care programs for students in Grades K-6 <u>if such programs are needed</u>. In order to assess this need, XYZ schools is conducting a survey that will help us to decide whether or not to develop a child-care program. Please help us by completing this form and returning it to your child's school no later than _____. All individual responses will be kept completely confidential. <u>Please return only one survey per household</u>. Thank you!

1. How many children do you have in each of the following grades that need child care?
   (Please put a number in each of the blanks that apply to you

   _____ (a) Kindergarten
   _____ (b) First Grade
   _____ (c) Second Grade
   _____ (d) Third Grade
   _____ (e) Fourth Grade
   _____ (f) Fifth Grade
   _____ (g) Sixth Grade

2. If child care were offered at your child's (or children's) school, would you use it?

   _____ Yes _____ No _____ Maybe

   If your answer is yes or maybe, please continue. If it is no, please stop here.

3. When do you need child care? (Please check one only.)

_____ Before school _____ After school _____ Before and after school

4. If you need child care before school, how early would you need it? (Please check one)

___ 6:30 a.m. ___ 7:00 a.m. ___ 7:30 a.m. ___ 8:00 a.m. ___ 8:30 a.m.

5. If you need child care after school, how late would you need it? (Please check one)

___ 4:30 p.m. ___ 5:00 p.m. ___ 5:30 p.m. ___ 6:00 p.m. ___ 6:30 p.m.

6. If child care is offered, we will attempt to keep the costs as low as possible; however, some parent fees will be necessary. What is the maximum amount per child that you would be willing to pay for child care? (Please check one.)

___$15/wk ___$20/wk ___$25/wk ___$30/wk ___$35/wk ___$40/wk

8. If you would like to be contacted when a program is developed, please fill in the following:

Name of parent:_____Child's name: _____

Address:_____Telephone: _____

Thank you for your cooperation. Please return by _____.

Depending on the individual needs of your school and community, you may wish to include other questions. But remember, shorter surveys will have better response rates, and, if at all possible, the survey should be no longer than one page. Following are some additional questions that may be helpful to your efforts:

I) Please indicate the importance of each of the following factors in deciding whether to use a child-care program:

	Very Important	Somewhat important	Not Important
a) Cost	_____	_____	_____
b) Transportation	_____	_____	_____
c) Types of Activities	_____	_____	_____

II) If your child is currently enrolled in a child-care program, would you consider enrolling him/her in a program offered at the school?

_____ Yes _____ No

III) What do you currently pay for child care?

___ $0/wk ___ $1-$15/wk ___ $16-$35/wk ___ $36+/wk

IV) How many days a week would your child participate in a child-care program?

_____ (a) Five days a week
_____ (b) Only certain days of the week. Please list which days: _____
_____ (c) Only occasionally. Please describe: _____

V) Do any of the children that you would consider enrolling have any special needs?

_____ Yes _____ No
Please explain:_____

VI) Please indicate the reason that child care is needed. (Check all that apply):

_____ (a) Parent(s) is/are employed
_____ (b) Parent(s) is/are seeking employment
_____ (c) Parent(s) is/are in school
_____ (d) Child needs after-school activities
_____ (e) Other – please describe

VII) If child care is provided at the school, will transportation be necessary?

_____ Yes _____ No

VIII) What does your child/children do after school now?

_____ (a) Home with parent(s)
_____ (b) Home with adult relative (grandparent, aunt, etc.)
_____ (c) Home alone
_____ (d) Home with adult babysitter
_____ (e) Home with older brother or sister under age 18
_____ (f) Home with younger brother or sister
_____ (g) Enrolled in child-care program
_____ (h) Involved with other activities (i.e., clubs, sports, lessons, etc.)
Please explain:_____

PROGRAM PREPARATION

Choosing an Outside Provider

Schools that have never before offered child care may find it appropriate to contract with an outside provider. Considering the details that must go into the planning process, previous experience is a significant advantage. But such choices must obviously be made with careful consideration.

Schools should check especially on the provider's reputation. Talk with community leaders -- does the program have a positive or negative history? Talk with parents who have had previous contact with the organization. Interview both the organization's leaders and employees. Inquire about hiring practices and philosophy towards children. If they have other child-care programs, visit them when they are in session.

Explore in detail the roles of the provider versus the roles of the school. Some providers will require very little from schools whereas others may ask schools to do much more - such as fee collection, providing supplies, marketing, etc.

Discuss with the potential provider your guidelines for use of facilities. Make clear in advance your policies regarding damage, use of equipment, moving of furniture, and other things that may result from the program. Schools should however be reasonable with these expectations. The outside provider must have some ownership in the facilities that they are using.

In short, an outside provider may have significant advantages -- but do not make this choice too hastily.

Hiring Personnel

Should the school choose to offer its own program, the same level of care should be placed in choosing staff as is suggested for choosing an outside provider. Even if the school chooses staff from within the corporation, keep in mind that the circumstances after school are much different than when school is in session.

Child-care providers strongly urge that all personnel complete a criminal history affidavit and that they be in good health as evidenced by a negative Mantoux test or negative chest X-ray. These of course may not be standard to your school's hiring practices. They should however be considered for after-school child-care programs.

In addition, the applicant should demonstrate confidence, communication skills, enthusiasm, flexibility, promptness, decisiveness, and dependability. First aid training and experience with recreational activities should also be considered. Most importantly, the staff should demonstrate:

- a firm understanding of the developmental needs of children;
- a good rapport with children;
- the ability to serve as a positive role model; and
- a genuine enjoyment from working with children.

Educational qualifications and experience: Program directors should have significant experience in working with large groups of children and preferably should have at least a bachelor's degree in early childhood education.

Volunteers and other assistants may not need the same level of experience or education, but should have some experience and/or education related to young children. Youth or other inexperienced staff should be welcomed but should not be considered when identifying the target ratios.

Ratios: Suggested ratios range from a low of one adult per eight children to a high of one adult per twenty children. Much of this variance depends on the age of the children and the experience of the staff.

The Indiana Association for School-Age Child Care (IASACC) recommends the following ratios:

For children age 5 – at least one adult for each 15 children

For children ages 6-14 – at least one adult for each 20 children

If five-year-olds are combined with an older group, IASACC recommends that the lower ratio be used. (Although they do not apply to schools, these are the same ratios used by the Indiana Department of Public Welfare.)

The ratio most commonly recommended is one to fifteen. Some organizations will set this as a maximum with the stated goal of reaching one to ten.

Identifying the Location

Selection of a site must be done with careful thought and consideration. Although schools are generally safe places for children, they can be completely different places after the regular school day ends. Many of the things that teachers take for granted during the school day may be of limited access after school hours.

In addition, child-care professionals strongly urge that after-school child care not be a mere extension of the school day. Although tutoring, homework, and other academic activities are reasonable options for a program, there should be other alternatives that will require access to special equipment, open spaces for projects, play, storage, and other things not found in a typical classroom setting.

Finally, the location needs to be a consistent one. This will help children feel comfortable in the setting, and will assure that both parents and students have no problem finding the location. Remember, there will not be the usual school traffic that might otherwise assist a lost parent or child in finding where they need to be. In fact, locked doors and other barriers will add greatly to the anxiety of both parents and students if they are forced to look for the program's location, even on an occasional basis.

Following are several things to which a program should have easy access to:

Restrooms and water fountains: These should be in close proximity to the program so that children will not have to wander far in a relatively empty school building.

Telephones: These should be readily available for both incoming and outgoing calls. In the event of an emergency, parents will need immediate notification. Likewise, parents may need to contact the program for their own emergencies.

Parking and/drive-up for parents: Where possible, the program should be housed in a location where parents can easily reach it. This may require close proximity to a parking lot or a loading zone.

Playground and other recreational areas: After a full day of school, children need opportunities to release energy, to play, and to mentally relax. These activities should however be carefully monitored.

Spaces for students to work on projects: Depending on the activities that are planned, students will likely need large tables on which to work and to do projects. Sinks may need to be a part of this.

Other special facilities: Where possible schools may wish to have libraries, swimming pools, and other special places available to the children in their after-school child care. Again, however, use of such areas should be carefully monitored.

Sufficient space for student choices: Whereas some students may choose to study, read, or rest, others may be much more active. Obviously these activities are not compatible with each other but none the less should be options. Therefore, sufficient space is needed so that different types of activities may occur.

FINANCIAL ISSUES

"A school corporation may not assess a fee for the use of a building in a child-care program required under (this law). However, the school corporation may assess a fee to reimburse the school corporation for providing security, maintenance, utilities, school personnel, or other added costs directly attributable to the use of the buildings for the programs. If a school corporation offers the school corporation's own child-care program, the school corporation may assess a fee to cover the costs attributable to implementing the program."

Indiana Code 20-5-2-1.5

Funding Sources

IC 20-5-2-1.5 does not provide any funding for child-care programs, but it does allow schools to charge a fee to parents who utilize the program. If the school contracts with an outside organization, then it is allowed to charge a fee in order to reimburse the school for additional costs directly attributable to the programs, but it can not charge rent.

Some grant monies are available through the Step Ahead Program. To learn more about these, contact your county Step Ahead Coordinator or call (317) 232-1145.

Under certain conditions, school corporations may also use federal funding available under Title V-Drug Education Legislation. Language recently added to that statute reads as follows:

Subsection 5125 Local Drug Abuse Education and Prevention Programs

(a) In general

Any amounts made available to local or intermediate educational agencies or consortia under section 5124(a) of this title shall be used for drug and alcohol abuse prevention and education programs and activities, including--...

...(15) In the case of a local educational agency that determines that it includes sufficient drug and alcohol abuse education during regular school hours, after-school programs that provide drug and alcohol abuse education for school-aged children, including children who are unsupervised after school, and that may include school-sponsored sports, recreational, educational, or instructional activities (local educational agency may make grants or contracts with nonprofit community-based organizations that offer sports, recreation, education, or child-care programs)....

For clarification, or for further information about this funding availability, school corporations may write Sherri Backemyer, Program Consultant, at (317) 232-7105 or Judy Corbett, Program Development Supervisor, at (317) 232-5110.

Parent Fees

Parent fees range as low as $15 per week and as high as $60 per week with most programs charging in the $20-$40 range. Your fees will depend upon the costs of your particular program and whether you have any other funding sources.

A simple formula for determining these fees follows. Keep in mind however that your school may have additional expenses or revenues that will need to be considered.

Expenses (per week)

Staff	_____	
Facilities	_____	
Equipment	_____	
Supplies	_____	
Food	_____	
TOTAL		_____

Revenue (other than fees)

Government grants	_____	
Other revenue	_____	
TOTAL		_____

EXPENSES MINUS REVENUE	_____
DIVIDED BY ESTIMATED WEEKLY ATTENDANCE	_____
APPROXIMATE WEEKLY FEE	_____

Because these estimates may vary, schools are advised to round up on the fee estimate. If your estimates are then slightly off, it will be easier to lower fees in the future than to raise fees after your students have been recruited.

Scholarships and Sliding Scales

Where possible, schools may wish to offer scholarships or sliding fee scales to parents who might not otherwise be able to afford the child-care program. The possibility of doing so will of course depend upon the expenses of the program and the number of parents eligible for such special fees.

Some existing programs also offer special rates when there is more than one child enrolled from a particular family. Such fees are typically only $5-$10 for second and third children. Again, such possibilities will depend on the individual expenses of such programs.

WAIVER GUIDELINES

"A school corporation shall receive a waiver from the state board of the requirement (for school-age child care) if the school corporation believes that it would experience an undue hardship due to a low number of eligible children intending to utilize the services of the latch key program, regardless of whether the latch key program is conducted by the school or under a contractual agreement. To receive a waiver, the school corporation must include a detailed description of its attempt to implement a latch key program, including the following:

(1) A description of the steps taken to conduct its own latch key program or to actively solicit other not-for-profit organizations or for-profit organizations to implement the latch key program.

(2) Evidence that a request in writing was made to all parents to contact the school corporation to indicate their willingness to utilize the latch key program and documentation of the results received from parents in this regard."

Indiana Code 20-5-2-1.5

Waivers

Schools may be eligible for a waiver from IC 20-5-2-1.5 if compliance with this law would result in "undue financial hardship." To be eligible for such waivers, the school will need to demonstrate that it has made a good-faith effort to implement a program and that, after sufficient notification, there was too little interest in such programs for implementation to be economically feasible.

Schools should proceed with their planning efforts and, if a waiver appears appropriate and necessary, they should document the steps that were taken in trying to implement a program including the results of a parent survey. Waiver requests should also include a financial analysis that can demonstrate "undue financial hardship," as required by IC 20-5-2-1.5.

A copy of a waiver form is incorporated as a part of this document.

WAIVER FORM

Indiana State Board of Education
School-Age Child-Care Program Waiver

_____ requests a waiver of the
(Name of School Corporation)
requirement that it make a school-age child-care program available to all children in Kindergarten through Grade Six as required by IC 20-5-2-1.5. In support of this request, the school corporation submits the following detailed information required by law:

1. A description of the steps taken by the school corporation to conduct a latch-key program or to actively solicit other not-for-profit organizations or for-profit organizations to implement the program. [IC 20-5-2-1.5(c)(1)]

2. Evidence that a request in writing was made to all parents to contact the school corporation to indicate their willingness to utilize the latch-key program (attach copy) and documentation of the results received from parents in this regard. [IC 20-5-2-1.5(c)(2)]

3. The nature of the hardship that the school corporation would experience due to a low number of eligible children intending to utilize the services of the latch-key program, as described in Section 2 of this request, regardless of whether the latch-key program is conducted by the school or under a contractual agreement. [IC 20-5-2-1.5(c)]

The school corporation believes that the hardship described in Section 3 of this request constitutes an undue hardship, and requests that the Indiana State Board of Education grant a waiver of the requirements of IC 20-5-2-1.5 for the 1992-93 school year.

_____
(Superintendent's Signature)

_____
(Superintendent's Name)

_____
(Address)

_____
(City) (Zip)

(_____)_____
(Area Code) (Telephone Number)

Return form and attachments to:
Indiana Department of Education
Room 229, State House
Indianapolis, IN 46204-2798

RESOURCES

For additional assistance, you may wish to contact the following organizations:

Indiana Department of Education
Room 229, State House
Indianapolis, IN 46204
(317) 232-6610

Step Ahead
Department of Human Services
402 West Washington Street
P. O. Box 7083
Indianapolis, Indiana 46207
(317) 232-1145

Indiana Assocation for School-Age Child Care
Ellen Clippinger
4701 North Central Avenue
Indianapolis, IN 46250
(317) 283-3817
Resource: Guidelines for School-Age Child Care ($5)

Purdue University Cooperative Extension Service
State 4-H Department
AGAD Building
Purdue University
West Lafayette, IN 47907
(317) 494-4600
Resource: Exploring 4-H: Management Procedures
for School-Age Child-Care Programs ($15)

INDIANA CHILD-CARE PROVIDERS

The following organizations have indicated an interest in working with schools in the development of their child-care programs or have been identified by Indiana school corporations as organizations with whom they have previously cooperated in the development of a school-age child-care program. Inclusion of an organization in this list should in no way be interpreted as an endorsement by the Indiana Department of Education.

Changes or additions to this list should be forwarded to the Office of Program Development, Indiana Department of Education, Room 229, State House, Indianapolis, IN 46204.

Adams County

Allen County

Boys and Girls Club of Fort Wayne, Inc.
2104 Miner Street
Fort Wayne, IN 46802
(219) 744-0998

Camp Potawotami Branch YMCA
1020 Barr Street
Fort Wayne, IN 46802
(219) 422-6486

Central Branch YMCA
1020 Barr Street
Fort Wayne, IN 46802
(219) 422-6486

Fort Wayne Metropolitan YMCA
1020 Barr Street
Fort Wayne, IN 46802
(219) 422-6486

McCormick Place Extension
Boys and Girls Club of Fort Wayne, Inc.
3023 McCormick Place
Fort Wayne, IN 46803
(219) 422-4109

Old Fort Family Branch YMCA
2221 Reed Street
Fort Wayne, IN 46803
(219) 745-0541

South Branch YMCA
5125 Werling Drive
Fort Wayne, IN 46806
(219) 447-4567

Bartholomew County

Girls Club/Boys Club/Foundation
For Youth of Columbus, Inc.
400 North Cherry Street
Columbus, IN 47201
(812) 372-7867

Benton County

Blackford County

Boone County

Lebanon Area Boys and Girls Club
P.O. Box 362
310 North Meridian Street
Lebanon, IN 46052
(317) 482-5110

Zionsville Boys and Girls Club
P.O. Box 603
200 North 5th Street
Zionsville, IN 46077
(317) 873-6670

Brown County

Carroll County

Cass County

Cass County Family YMCA
905 East Broadway Street
Logansport, IN 46947
(219) 753-5141

Clark County

Southern Indiana YMCA
4812 Hamburg Pike
Jeffersonville, IN 47130
(812) 283-9622

Clay County

Brazil YMCA
503 North Meridian Street
Brazil, IN 47834
(812) 442-6761

Clinton County

Clinton County Boys and Girls Club
P.O. Box 103
500 North Main Street
Frankfort, IN 46041
(317) 659-3520

Clinton County Family YMCA
950 Maish Road
P.O. Box 753
Frankfort, IN 46041
(317) 654-9622

Crawford County

Daviess County

Daviess County Family YMCA
405 North East Third Street
Washington, IN 47501
(812) 254-4481

Dearborn County

Decatur County

Decatur County YMCA
225 North Broadway
Greensburg, IN 47240
(812) 663-9622

Dekalb County

DeKalb County YMCA
310 North Main Street
Auburn, IN 46706
(219) 925-4112

Delaware County

Muncie Boys and Girls Club, Inc.
1710 South Madison Street
Muncie, IN 47302
(317) 282-4461

Muncie Family YMCA
500 South Mulberry Street
Muncie, IN 47305
(317) 288-4448

Dubois County

Elkhart County

Boys Club of Goshen, Inc.
P.O. Box 614
306 Crescent Street
Goshen, IN 46526
(219) 533-4793

Elkhart YMCA
200 East Jackson Boulevard
Elkhart, IN 46516
(219) 295-6915

Fayette County

Regenstrieff Boys and Girls Club
P.O. Box 351
825 Central Avenue
Connersville, IN 47331
(317) 825-3872

Floyd County

Fountain County

Franklin County

Fulton County

Gibson County

Camp Carson YMCA
R. R. 2
Lake Road
Princeton, IN 47670
(812) 385-3597

Grant County

Boys and Girls Club of Grant County
2020 South Clark Street
Marion, IN 46952
(317) 662-6523

Grant County YMCA
418 West Third Street
Marion, IN 46952
(317) 664-0544

Greene County

Hamilton County

At Your School
Child Services, Inc.
7701 North Central Avenue
Indianapolis, IN 46205

Boys and Girls Club of Noblesville, Inc.
1448 Conner Street
Noblesville, IN 46060
(317) 773-4372

Hancock County

Boys and Girls Club of Hancock County
P.O. Box 115
North Howard Street, Riley Park
Greenfield, IN 46140
(317) 462-2404

Harrison County

Hendricks County

At Your School
Child Services, Inc.
7701 North Central Avenue
Indianapolis, IN 46205

Henry County

Writtenbraker YMCA
1201 Church Street
New Castle, IN 47362
(317) 529-3804

Howard County

Kokomo YMCA
200 North Union Street
Kokomo, IN 46901
(317) 457-4447

Huntington County

Huntington YMCA
607 Warren Street
Huntington, IN 46750
(219) 356-4200

Jackson County

Boys Club of Seymour
214 South Broadway
Seymour, IN 47274
(812) 522-2434

Jasper County

Jay County

Jefferson County

Lide White Memorial Boys and Girls Club, Inc.
601 West First Street
Madison, IN 47250
(812) 265-5811

Jennings County

Johnson County

Franklin Boys Club
101 Hurricane Street
Franklin, IN 46131
(317) 736-3695

Knox County

Vincennes YMCA
2010 College Avenue
Vincennes, IN 47591
(812) 882-3828

Miami County

Miami County YMCA
34 East Sixth Street
Peru, IN 46970
(317) 472-1979

Monroe County

Boys Club of Bloomington, Inc.
P.O. Box 1716
311 South Lincoln Street
Bloomington, IN 47402
(812) 332-5311

Crescent Boys and Girls Club
1009 North Summit Street
Bloomington, IN 47404
(812) 339-0511

Monroe County YMCA
2125 South Highland Avenue
P.O. Box 2598
Bloomington, IN 47402
(812) 332-5555

Montgomery County

B and G Club of Montgomery County
P.O. Box 292
305 East Chestnut Street
Crawfordsville, IN 47933
(317) 362-8912

Morgan County

Barbara B. Jordan Branch YMCA
2039 East Morgan Street
Martinsville, IN 46151
(317) 342-6688

Newton County

Noble County

Cole Center Family YMCA
700 South Garden Street
P.O. Box 233
Kendallville, IN 46755
(219) 347-4200

Ohio County

Orange County

Owen County

Parke County

Perry County

Pike County

Porter County

Boys and Girls Clubs of Porter County
P.O. Box 254
354 Jefferson Street
Valparaiso, IN 46383
(219) 464-7282

Duneland Area YMCA
215 Roosevelt Street
Chesterton, IN 46304
(219) 926-4204

Kidstop Northview Elementary
Boys and Girls Club
257 Northview Drive
Valparaiso, IN 46383
(219) 464-7282

Portage Township YMCA
2712 Willowcreek Road
Portage, IN 46368
(219) 762-2012

Posey County

Pulaski County

Putnam County

Randolph County

Randolph County YMCA
R.R. 4, Box 50-A
Winchester, IN 47394
(317) 584-9622

Ripley County

Rush County

Rushville Boys Club
201 West 2nd Street
Rushville, IN 46173
(317) 932-2765

St. Joseph County

Boys and Girls Club of St. Joseph County, Inc.
416 Wenger Street
South Bend, IN 46618
(219) 232-2048

Central Extension
Boys and Girls Club
608 South St. Joseph Street
South Bend, IN 46601
(219) 232-2048

Michiana YMCA
1201 Northside Boulevard
South Bend, IN 46615
(219) 287-1861

Scott County

Shelby County

J. Kenneth Self Shelbyville Boys Club
P.O. Box 57
710 S. Miller Street
Shelbyville, IN 46176
(317) 398-6734

Spencer County

Starke County

Steuben County

Sullivan County

Switzerland County

Tippecanoe County

Greenacres Extension
Boys and Girls Club
1386 Greenacres Drive
Lafayette, IN 47905
(317) 742-2991

Lafayette Family YMCA
1950 South 18th Street
Lafayette, IN 46905
(317) 474-3448

Lyn Treece Boys and Girls Club of Tippecanoe County
1529 North 10th Street
Lafayette, IN 47904
(317) 742-2991

Tipton County

Union County

Vanderburgh County

Boys Club of Evansville, Inc.
P.O. Box 4194 (zip: 47711)
716 West Illinois Street
Evansville, IN 47710
(812) 425-2311

Southwestern Indiana YMCA
222 Northwest Sixth Street
Evansville, IN 47708
(812) 425-6151

Vermillion County

Vigo County

Terre Haute Boys Club
220 North 3rd Street
Terre Haute, IN 47807
(812) 232-2046

Terre Haute YMCA
200 Sixth Street
Terre Haute, IN 47807

Wabash County

Warren County

Warrick County

Washington County

Wayne County

Richmond Family YMCA
50 North Eighth Street
Richmond, IN 47374
(317) 962-7504

Scott Boys Club of Richmond, Indiana
1407 South 8th Street
Richmond, IN 47374
(317) 962-6922

Wells County

White County

Camp Tecumseh YMCA
R. R. 2, Box 311
Brookston, IN 47923
(317) 564-3210

Whitley County